

HEADLEY PARISH COUNCIL

A remote ordinary meeting of the Parish Council will be held on **Monday 30th November 2020** at 7.30pm be held online at <http://zoom.us>.

Members of the public are most welcome to attend the meeting remotely and address the Parish Council during the Open Public Forum only. Total time allocated for this session is 15 minutes. Please email the Clerk at clerk@headley-pc.gov.uk for the Meeting ID and Passcode to join the meeting remotely, before 5pm on the day of the meeting. Questions can also be sent in advance to the Clerk by email or phone.

AGENDA

1. Apologies
2. Open Public Forum
3. Declarations of Interest
4. Minutes of the meeting dated Monday 28th September 2020
5. Matters Arising
 - Covid-19 update
 - Wifi provision to Shop and Village Hall
 - Traffic calming in the village
 - Formally note decision taken by email 29/10/2020 to refer Headley Court regarding complaint handling to the Ombudsman
 - Confirmation of 2021 PC Meeting Dates
6. Financial Report
 - Financial report and bank reconciliation

Payments between meetings	Chq no	Amount
Clerk October Salary	DD	1065.08
Clerk November Salary	DD	414.47

To be authorised for payment 30.11.20	Chq no	Amount
Clerks expenses	788	78.78
Payroll Fees Inv # 5549	789	18.00
NJ Birch Inv # 1485	790	1274.40
ICO Annual Fee	791	40.00
Village Hall Payment (March 2020)	792	37.00

7. Agree 2021/22 Budget and Precept Requirement
8. Maintenance
 - Playground – inspection and rotas, trees, parking, annual safety check
 - Footpaths and grit bins
 - Highways and Pebble Hill Junction – including PC submission regarding unsuitable HGV traffic
 - Waterworks
9. Planning
 - Headley Court
 - Church Lane Nursery
 - Current Planning Applications as follows:

MO/2020/1940/CC - Headley Court, Headley Road, Headley, Epsom, Surrey, KT18 6JN

Variation of Conditions 1 and 2 of planning permission MO/2017/1828 to allow the erection of 2 No. temporary buildings to accommodate a 48-bed ward and a therapy building for a further 3 years and not solely for the benefit of The Secretary of State for Defence.

MO/2020/1865/TFC - St Mary's Church, Church Lane, Headley, Epsom, Surrey, KT18 6LQ

Proposal: Reduce lateral branches of Western Red Cedar (marked T3 on submitted plan) by 2 - 2.5 metres, remove secondary branches by approximately 5 metres.

MO/2020/1901/TFC - Fairacre, Headley Grove, Headley, Epsom, Surrey, KT18 6NR

Proposal: Oak tree (marked T1 on submitted plan) - remove crossing branches and trunk growth to adjacent roof height, reduce one limb over roof by 2 metres. (Includes removal of dead wood - exempt works.)

MO/2020/1921/LBC - Vine Cottage, Leech Lane, Headley, Epsom, Surrey, KT18 6PJ

Replacement of a portion of the existing picket fence to side of property to timber feather boarding fencing.

MO/2020/1975/PLA - The Pigeon House, Headley Court, Headley Road, Headley, Epsom, Surrey, KT18 6JN

Proposal: Change of use of land to residential and erection of part single, part two storey, part first floor side and front extensions, first floor rear extension and rear dormer window.

MO/2019/2258/ECL – APPEAL REF APP/C3620/X/20/3259376

Location: Springfield, Church Lane, Headley, Epsom, Surrey, KT18 6LG

Proposal: Certificate of Lawfulness for the existing use of former stable as a residential dwelling for a period in excess of 4 years.

MO/2020/0795/PLAH - 1 Cunliffe Close, Headley, Epsom, Surrey, KT18 6EG

Erection of a two-storey side, single storey rear extension following demolition of existing garage.

Decision: APPROVED WITH CONDITIONS

MO/2020/1357/PLA - Garages at Dale View, Headley, Surrey

Erection of 4 detached dwellings with associated landscaping, parking and access following demolition of existing garage block. **Decision: WITHDRAWN**

MO/2020/1512/PLAH - The Pigeon House, Lee Green Lane, Headley, Epsom, Surrey, KT18 6AJ

Erection of part single, part two storey, part first floor side and front extensions, first floor rear extension and rear dormer window. **Decision: WITHDRAWN**

Note: In order to avoid the risk of pre-determination in his role on MVDC Development Management Committee, Cllr. Preedy does not participate in the Parish Council's discussion on planning applications other than on issues of process. This excludes applications that the Parish Council deems to be "major", where he will stand aside should they come to Mole Valley's Development Management Committee.

10. Other Parish Council Activities
11. Reports from other bodies
12. Consultations
13. Questions from Parish Councillors

The next Parish Council Meeting will be held remotely on Monday 25th January 2021 at 7.30pm

Signed

Date.....

Tracy Hamer, Clerk to Headley Parish Council

clerk@headley-pc.gov.uk

07778 546477



Tracy Hamer
Headley Parish Council
The Farmhouse
Floods Farm
Sherfield on Loddon
Hook
RG27 0AA

28th October 2020
Our Ref: 6254

Dear Tracy,

RE: HEADLEY, SURREY - TRAFFIC CALMING SCHEME

Thank you for the opportunity to provide transport planning advice regarding the prospective traffic calming scheme at Headley, Surrey.

I have undertaken a desktop review of the village's local road network and accordingly set out the scope of works necessary to prepare an effective traffic calming scheme addressing the evident highways safety issues.

Stage 1: Scoping & Design Works

We would initially undertake a series of scoping works to determine the nature of existing hazards and constraints on the local road network. The scoping works would also form the evidence base demonstrating the need of the calming scheme. The preliminary works would include: -

- i) A site visit to review the local road conditions and identify constraints on the village's key road network and the local cycle / pedestrian infrastructure (it is noted that National Cycle Network Route 22 passes through the village).
- ii) Obtain and analyse Road Traffic Accident Data from Surrey Constabulary to determine any patterns of incident that may indicate underlying design issues on the local road network
- iii) The commission of Automatic Traffic Count (ATC) traffic surveys to determine existing traffic speeds and flows through Headley.
- iv) A technical review of the existing road network using AutoCAD, identifying where the road network departs from design standards (e.g. visibility constraints, insufficient widths for carriageways / footways, pedestrian / cycle desire lines which poorly supported etc...)



Based on the findings of the scoping works a targeted traffic calming scheme would be prepared to mitigate the risk along sections of carriageway identified as having the most significant level of hazard.

The options for calming traffic in the village would be designed in AutoCAD and presented as a package of annotated technical drawings. The proposed design would be subsequently subject to a Design Assessment, demonstrating the accordance to local and national design standards. The Design Assessment would include: -

- i) A geometric design review of the reconfigured carriageway / footway. The review would include compliancy tables for the local highway authorities consideration;
- ii) Vehicle swept-path analysis demonstrating that the calming scheme would maintain appropriate carriageway operation;
- iii) An assessment of the required / achievable visibility in the longitudinal and vertical plain;

Stage 2: Technical Note

The scoping and design and assessment works would be brought together in a Technical Note which sets out the following: -

- i) An overview of the proposed traffic calming scheme's context and need;
- ii) A review of road traffic accidents to establish existing highway safety issues on the local road network;
- iii) A review of the local road networks existing conditions and limitations supported by our stage 1 technical drawings and survey data;
- iv) Identification of the proposed traffic calming scheme and how it would address extant hazards;
- v) A Technical Design Assessment of the traffic calming, identifying its accordance to design standards supported by our stage 1 design works;
- vi) Identification of the anticipated impact on the local road networks operation in terms of traffic flows and capacity;
- vii) Summary and conclusions drawn from the above assessment.

The Technical Note can be submitted to the local highway authority to discuss the proposal and agree the principles of the design. The report and design works would also form the basis of any future planning application submission.

Charges and Expenses

Our proposal is made based on our standard Terms of Appointment. We would undertake this work for the following fixed fees: -

Stage 1: Scoping & Design Works + Stage 2: Technical Note - £3,870 exc. VAT



Job Disbursements

The above figures exclude job disbursements which are detailed below: -

- i) Survey requirements cannot be determined until the detailed review of the existing hazards / constraints is undertaken. However, we anticipate that 3 ATC surveys may be required to gather sufficient speed / flow data and would recommend budgeting £700 - £1000 for this data. Please note this data would need to be collected by an independent third-party survey company. At the appropriate time we would gather quotations for this data on your behalf.
- ii) Normal disbursements (e.g. travel, digital mapping, printing, post, etc.), typically amount to 5% of our professional fee.

Terms of Appointment

I hope that the above information is satisfactory, and I look forward to hearing from you in due course. Should you wish to appoint Bright Plan Ltd please return a signed copy of our Terms of Appointment at your first convenience.

If you would like to discuss any aspect of this proposal further, please do not hesitate to contact me.

Yours sincerely,

Alex Budd
Bright Plan Ltd

Headley Parish Council
Arford Road
Headley
GU35 8LJ

For the attention of T Hamer,

19599/MB/jwv
26th October 2020

Dear Tracy

TRAFFIC CALMING ADVICE

Further to our recent conversation and your subsequent e-mail, I have pleasure in providing details of our relevant experience and a preliminary fee estimate for our potential involvement in this commission. We will possibly need to refine the values that follow subsequent to the initial site visit when the extent of the issues become much clearer.

Experience

Before addressing the issues pertinent to the potential commission, I thought it prudent to detail ourselves for your reference though if you have queries, or require additional information or clarification of any point I trust that you will not hesitate to contact us.

Additional details can be found at www.markbakerconsulting.co.uk.

The company is Bristol based, and from that base we operate across the UK but with the majority of our work in the area bounded by Manchester and across to Middlesbrough down to Penzance in the far south west, to Haverfordwest in West Wales, to Wrexham in North Wales, and to Dover in the south east.

The practice is specialised and operates exclusively in the fields of transportation, traffic and highways. This type of advice for this potential commission is essentially a part of our core workload. Over 97% of our workload is to the development industry with the remainder being closely allied. We have experience of work in all of the development fields: leisure, residential, food retail, non food retail, cash and carry warehouses, industrial units, manufacturing units, storage / distribution uses, and offices. Over 95% of our current workload is either repeat business or referrals.

Client Base

Our clients have included but are not limited to:

**Mark Baker
Consulting
Limited**

32 Montpelier Court
Station Road
Montpelier
Bristol BS6 5EA
Tel: 0117 924 6994

Email: mbctrffic@gmail.com

Directors:

M Baker

BSc CEng MICE FCIT FILT Eurlng

T J Baker

Registered in England and Wales 6028435
Registered office as above.

Aberdeen Property Andrew Scott Limited Asset Managers Asda Property Limited Aspects Leisure Audley Developments Avante Partnership B&M Retail Limited Banquets Group Barratt Homes Barwick and Stoford Parish Council Bath and North East Somerset Council Batleys Bellway Homes Wales Bestway Cash and Carry Limited Boots Properties Limited Bristol City Council Bristol City Football Club Bristol Rovers Football Club British Airways Pension Trust Cardiff University Carrick District Council Cascade Catering Limited Castell Construction CDS Limited (The Range) City of Bristol College Coleg y Cymoedd Congresbury Parish Council Cotswold District Council Countryside Properties David MacLean Homes David Wilson Homes Dawnus Construction Limited Dorset Council Dovey Estates East Coker Parish Council Enterprise Inns plc Epping Forest College Filton College Ford Motor Company Limited 4Recycling Limited GD Developments Limited GEC Green Waste Management Limited GTS Homes Guide Dogs for the Blind Association Hill Samuel Homebase Limited Ipswich Borough Council Ironbridge Estates KFC Kier Residential Lidl UK GmbH Llanfoist Fawr Community Council London and Cambridge Properties Limited Louvre Hotels Macob Projects Limited Magnet plc Maidstone Borough Council Matthew Clarke plc Mclnerney Homes Methodist Homes for the Aged Mid Devon District Council Midshires Estates Monarch Homes National Farmers Union National Trust Neon Homes Limited Newbridge Construction Limited North Devon District Council Notting House Housing Trust Padero Solar Renewables Limited Partner Construction Limited Peninsula Properties Limited Persimmon Homes Plymouth City Council Plymouth College P&O Properties PowerGen Powys Teaching Health Board Trust Premier Inns Railtrack Royal Bank of Scotland RWE Power Sainsbury's Supermarkets Limited Sanctuary Housing Scottish and Newcastle plc Signpost Homes Somerset Care Limited South Gloucestershire Council South Somerset Council South Wales Fire and Rescue Service Stoke St Michael Parish Council Stroud District Council Sydney and London Properties Taunton Deane Borough Council Taywood Homes Threadneedle Properties Torridge District Council TSB Pensions Urbis Developments Limited Wates Built Homes Westbury Home West Dorset District Council Weymouth and Portland Borough Council Woodstock Homes Wyevale Holdings Limited Zurich Assurance

Relevant Experience

Of more relevance to this potential commission, we have experience of providing advice to various Councils both District and Parish in respect of advice to assist in the sale of surplus land or redevelopment proposals, advice to Members in respect of forming a contrary view to Officers' advice, and support at planning appeals including those by written reps, informal hearing and by public inquiry.

We have provided the following type of advice:

- i) Preparation of the detailed transport evidence base for the Congresbury Neighbourhood Plan including junction and link improvements, and work to assist in reducing traffic speeds into, and within the village. The village lies on the A370 to the south of Bristol, and suffers particularly in the summer holiday season and half terms when traffic diverts off the M5 during periods of heavy traffic, and rat runs through the settlement,
- ii) Preparation of critique of the effectiveness of developer proposed traffic calming through the village of Charminster (Dorset) for West Dorset Council in order to mitigate the impact of the development,
- iii) Preparation of a detailed critique of the effectiveness of developer proposed traffic calming through the village of Yetminster for West Dorset Council in order to mitigate the impact of the development, and
- iv) We have provided preliminary traffic calming schemes to a number of developer clients for sites located in Backwell, Charfield, Chilcompton, Clapham (Bedford), and Langford.

The Potential Commission

It is understood that the village for which advice is sought has a high number of walkers, riders and cyclists using narrow roads. It is considered by the community that the roads are dangerous in many places with due to the competing needs of users, the geometry sharp narrow bends, and the traffic speeds as cars additionally use the village as a “rat run” to avoid the M25, and other alternative routes. This has manifested itself as a poor personal injury accident record.

As a consequence the Parish Council seek to commission a “traffic survey” with recommendations of the best way to promote a traffic calming scheme, and appropriate advice to reinforce awareness of all users by all users of the road within the village.

There is a potential significant degree of complexity to the task as although traffic calming may be relatively straightforward to define, ultimately to progress the traffic calming scheme will require the agreement of the highway authority, Surrey County Council. Additionally it is a requirement that the public are involved through a consultation process with the local community.

As such , the fee below is for the basic work that you have indicated of an initial detailed site visit, and the preparation of preliminary schematic options for traffic calming which will if further progressed need detailed topographical surveys, and full utilities searches that are not included at this stage as they would form part of the detailed design process.

In terms of fees, we anticipate of the order of £2295 to £2595 plus VAT dependent on the extent of the traffic calming proposals. This can only be defined with any great accuracy after the initial site visit. Nevertheless to say if the Parish Council have a budget then we should be able to tailor the objection to that budget.

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Headley Parish Council
26th October 2020

Any appointment would be in accordance with the attached Fee Rates and Terms of Business. The values above require the addition of VAT which would be levied at the prevailing rate at the date of invoice.

I trust that if you have any queries, require further information or clarification of any point that you will not hesitate to contact me.

Yours sincerely

M Baker

M Baker
Director
MBC

Enc.

FEE RATES AND TERMS OF BUSINESS

1. Technical time rates are quoted hourly for the time spent on a project, including any travelling time incurred. The current rates for each grade of staff are scheduled below:

Director	£90.00
Associate Director	£80.00
Principal Engineer	£60.00
Senior Engineer	£50.00
Engineer	£40.00
Senior Technician	£35.00

2. The Company reserves the right to vary these rates, and will notify you in advance of any upward variation.
3. Budget estimates of total fees are based on our experience of similar projects. Any additional work necessitated by, for example, lack of data or instructions for additional work including attendance at meetings not anticipated at the time of estimate, will be chargeable at the hourly rates indicated at 1.
4. No commission will generally be commenced without written acceptance by the client of our terms. Where acceptance is made by an agent (solicitor, architect, surveyor etc) then the agent is responsible for payment of our fees and expenses.
5. All sums due which are not subject to dispute shall be paid within 28 days of the date of each invoice. Any sums which remain unpaid at the expiry of 28 days will attract interest on a day to day basis at the rate of base rate of Barclays Bank plc plus 4%. Any staff time including non-technical time spent on the pursuit and recovery of overdue accounts will be chargeable subject to a minimum charge of £50.00.
6. Expenses necessary to the completion of the project are additional to the hourly rates, such as mileage, printing, and photocopying, subsistence, rail fares and associated costs, documents and data acquisition from third parties.
7. Fees shall be invoiced monthly in arrears.
8. VAT will be added to the above charges at the prevailing rate at the date of invoice.
9. The Company reserves the right to stop work on any job where fees are outstanding.

Mark Baker Consulting Limited
32 Montpelier Court
Station Road
Montpelier
Bristol BS6 5EA
T 0117 924 6994
mbctrffic@gmail.com

HEADLEY PARISH COUNCIL - FINANCIAL POSITION AT 3-Nov-20

Expenditure	Previous	Adjusted		Anticipated/	Full year	Variance	
	Year	Budget	Paid	Committed	Forecast	on budget	Notes
Administration:							
Clerk's expenses	0.00	25.00	0.00	0.00	0.00	25.00	
Broadband contribution	120.00	140.00	60.00	60.00	120.00	20.00	
Clerk's mileage	175.80	462.98	98.58	21.42	120.00	342.98	£82.98 o/s cheque @ 1/4/20
IT Equipment and Stationary Supplies	97.06	100.00	98.93	61.07	160.00	(60.00)	
Village Hall rental (Including Heritage W/E)	296.00	537.00	148.00	0.00	148.00	389.00	£37 o/s cheque @ 1/4/20 plus £74 o/s @ 1/4/20
SALC membership	197.19	220.00	157.88	0.00	157.88	62.12	
SLCC membership	109.00	150.00		150.00	150.00	0.00	
Subscriptions & donations	100.00	130.00	100.00	30.00	130.00	0.00	
Insurance	612.94	620.00	629.83	0.00	629.83	(9.83)	
Internal Audit	133.05	200.00	120.00	0.00	120.00	80.00	
Audit Commission (PKF)	0.00	0.00		0.00	0.00	0.00	
Data Protection - annual notification fee and GDPR	190.00	200.00	150.00	40.00	190.00	10.00	ICO in clerks expenses
Bank - Certificate holding fee	0.00	0.00		0.00	0.00	0.00	
Courses/training	110.00	500.00		30.00	30.00	470.00	
Council tax shortfall	0.00	0.00		0.00	0.00	0.00	
<i>Total Administration:</i>	<i>2,141.04</i>	<i>3,284.98</i>	<i>1,563.22</i>	<i>392.49</i>	<i>1,955.71</i>	<i>1,329.27</i>	
Salary Costs:							
Clerk's salary (inc annual leave lieu payment)	5,203.17	4,600.00	3,441.68	2,000.00	5,441.68	(841.68)	
Payroll fees	140.00	100.00	65.00	35.00	100.00	0.00	
<i>Total Salary Costs:</i>	<i>5,343.17</i>	<i>4,700.00</i>	<i>3,506.68</i>	<i>2,035.00</i>	<i>5,541.68</i>	<i>(841.68)</i>	
Community Support:							
Playground Lease Rent	50.00	50.00	50.00	0.00	50.00	0.00	
Projects	0.00	1,000.00		1,000.00	1,000.00	0.00	
Playground - weed spraying	0.00	150.00		0.00	0.00	150.00	
Playground grass "cut & collect" service	0.00	0.00		0.00	0.00	0.00	Offset against extra grant from MVDC
Football/play area inspection & annual safety check	0.00	0.00		0.00	0.00	0.00	Free of Charge inspection by MVDC every Nov
Playground equipment	294.00	500.00		500.00	500.00	0.00	Adjusted into Reserve
Gateway signs and around shop - strimming	1,143.00	500.00	0.00	500.00	500.00	0.00	
Footpath maintenance	775.00	1,350.00	856.00	494.00	1,350.00	0.00	
Church Lane Footpath Clearance	0.00	240.00		240.00	240.00	0.00	
Grit for Broome Close grit bin	0.00	100.00		0.00	0.00	100.00	
Annual Village Meeting refreshments	219.12	250.00		0.00	0.00	250.00	
PC meeting refreshments	84.00	140.00		0.00	0.00	140.00	
Website hosting/maintenance & support	899.00	300.00	300.00	0.00	300.00	0.00	
Contingencies and small works	0.00	300.00		300.00	300.00	0.00	
Newsletter	263.00	325.00	145.00	55.00	200.00	125.00	£75 o/s cheque @ 1/4/20
Section 137 Fund	100.00	100.00		100.00	100.00	0.00	
<i>Total Community Support:</i>	<i>3,827.12</i>	<i>5,305.00</i>	<i>1,351.00</i>	<i>3,189.00</i>	<i>4,540.00</i>	<i>765.00</i>	
Total expenditure excluding VAT							
	11,311.33	13,289.98	6,420.90	5,616.49	12,037.39	1,252.59	
VAT on PC expenditure	530.01	0.00	238.20	0.00	238.20	(238.20)	
Gross expenditure including VAT							
	11,841.34	13,289.98	6,659.10	5,616.49	12,275.59	1,014.39	

Income							
	Prev Yr	Budget	Received	Anticipated	Forecast	Variance	
						on budget	
Precept	13,500.00	13,500.00	13,500.00	0.00	13,500.00	0.00	
MVDC recreation grant	822.00	1,049.00	845.00	0.00	845.00	(204.00)	
Bank interest	11.46	7.00	6.19	7.00	13.19	6.19	
M & G dividends	97.09	70.00	53.26	70.00	123.26	53.26	
Miscellaneous	2,418.36	0.00	1,515.21	0.00	1,515.21	1,515.21	CIL
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Total income excluding VAT	16,848.91	14,626.00	15,919.66	77.00	15,996.66	1,370.66	
VAT refund (prior year)	0.00	0.00	0.00	0.00	0.00	0.00	
VAT refund (current year)	504.43	0.00	530.01	0.00	530.01	530.01	
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Gross income including VAT	17,353.34	14,626.00	16,449.67	77.00	16,526.67	1,900.67	
	=====	=====	=====	=====	=====	=====	
Balance Sheet							
Reserves:	Prev Yr	Current yr	Bank balances at		3-Nov		
			Current account		2,360.47		
Opening Reserves from previous year	19,441.86	25,053.86	Savings account		32,483.96	34,844.43	
Plus: anticipated full-year gross receipts	17,353.34	16,526.67	add: anticipated income and VAT receivable			77.00	
Less: Anticipated full-year gross expenses	11,741.34	12,275.59	less: anticipated expenditure and VAT paid			5,616.49	
Uncleared cheques at year-end	342.98						
	-----	-----				-----	
Anticipated Closing Reserves at year-end	25,053.86	29,304.94	Anticipated Bank balances at year-end			29,304.94	Correctly balanced
	-----	-----				-----	
			Long-term Investment				
			M & G Bonds @ Book Value		1,995.84		Value at Nov 2017 is 2086.24

			Total realisable funds at year-end			31,300.78	
						=====	
Forecast Reconciliation of reserves @ 31/3/2021							
		b/f	Income	Expenditure	Transfer	Carried forward	
Reserve for contested election costs		3,000.00			500.00	3,500.00	
Reserve for playground equipment		206.00				206.00	
Future projects		1,166.00				1,166.00	
CIL Reserve		2,418.36			1,515.21	3,933.57	
General reserve		18,263.50	16,526.67	12,275.59	(2,015.21)	20,499.37	
		-----	-----	-----	-----	-----	
Total reserves		25,053.86	16,526.67	12,275.59	0.00	29,304.94	
		=====	=====	=====	=====	=====	
General reserve as % of Precept		135.3%				151.8%	50% is typical prudent level

HEADLEY PARISH COUNCIL

Meeting Dates for 2021

January 25th

March 29th

May 20th – Annual Village Meeting

May 24th – Annual General Meeting

July 26th

September 27th

November 29th